



UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education (OPE)

**2024 College Affordability and
Transparency Explanation Form
(CATEF) Handbook**

January 2024




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Introduction


This chapter introduces you to the basic format of this handbook, provides a general overview of the College Affordability and Transparency Explanation Form, and outlines the Higher Education Act of 1965, as amended, as it relates to the statutory requirements for completing this form.

Since 2012, the collection of information through the College Affordability and Transparency Explanation Form (CATEF) has been necessary pursuant to §132 of the Higher Education Act of 1965, as amended, (HEA), 20 U.S.C. §1015a, with the goal of increasing transparency of college tuition prices for consumers. As part of these provisions, the United States Department of Education (ED) is required to release several lists related to student costs at America’s colleges and universities. These lists are generated annually using data collected by the National Center for Education Statistics (NCES) through the Integrated Postsecondary Education Data System (IPEDS). Each list is released via the publicly available College Affordability and Transparency Center (CATC) website (<https://collegecost.ed.gov/affordability>).

ICONKEY	
	Critical information
	Tips
	Key terms

Among other data, the CATC website includes two ‘highest increase’ lists applicable to all postsecondary institutions that participate in, or are applicants for participation in, any federal financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended. Specifically, this includes:

- ◆ **Highest increase in tuition and required fees (Tuition & Fees):** A list of the five percent of institutions within each institutional sector that have the largest increase in tuition and required fees, expressed as a percent change, over the three-year time period for which the most recent data are available.
- ◆ **Highest increase in net price (Net Price):** A list of the five percent of institutions within each institutional sector that have the largest increase in average net price, expressed as a percent change, over the three-year time period for which the most recent data are available.

 **Average Institutional Net Price** – The HEA defines net price as “the average yearly price of attendance actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid.” In IPEDS, this amount is generated by subtracting the average amount of federal, state/local government, or institutional grant or scholarship aid from the total cost of attendance.

According to the HEA, Section 132, Part E, all institutions included on either of the above lists are required to provide additional information to the Secretary of Education that helps explain why charges to students are increasing at the rate they are. Using the online **College Affordability and Transparency Explanation Form (CATEF)**, these institutions must explain why costs have increased and what steps were or will be taken toward the goal of reducing these costs.

! Critical Information – Please note that once the ‘highest increase’ lists are released via the CATC website, an institution cannot be removed from either of the lists for any reason, and must complete the online CATEF in order to be in compliance with the statutory requirements of the HEA.

Specifically, the information collected via the CATEF includes:

- ◆ Contact information for the person primarily responsible for ensuring that the survey is complete. This is the person who will be contacted if there are any questions concerning the information provided;
- ◆ An explanation for the areas in the institution’s budget with the highest percentage increases in costs over the three-year time period (as previously reported in the IPEDS’ Finance component), and any steps the institution has taken (or intends to take) toward reducing these costs; and
- ◆ Information related to control of student charges and the party (or parties) responsible for determining tuition and fee increases if such decisions are not within the exclusive control of the institution.

This handbook is intended to guide users through the process of completing the CATEF. While most users should find that they are able to successfully and effectively navigate the form without a detailed set of instructions; additional hints, tips, and insights are provided to help focus your time and efforts more productively. Some users may find that browsing is a better way to learn from this handbook than reading it straight through. This will depend largely on the scope and complexity of the information being reported, as well as on your past experience with other ED applications; such as the IPEDS Data Collection System, the IPEDS Data Center, College Navigator, and the CATC website.

College Affordability and Transparency List Methodology

The 2024 CATEF Collection from the 2021 CATC lists were generated based on data collected during the 2020-21 IPEDS data collection cycle, the most recent data that have undergone the full NCES data review process and have been publicly released via the IPEDS Data Center.

The **Tuition & Fees** lists are based on data collected during the 2020-21 IPEDS Fall collection in the cost of attendance section of the IPEDS Institutional Characteristics (IC) component. Tuition and fees include the amount of money charged to students for instructional services and other required fees. For institutions that charge a comprehensive fee (a combined tuition, required fees, and room and board charge), the comprehensive fee was used to represent tuition and required fees.

The **Net Price** lists are based on data collected from the Student Financial Aid (SFA) component during the 2019-20 IPEDS Spring collection. The lists were generated based on institutional net price. The HEA defines institutional net price as the average yearly price actually charged to first-time, full-time undergraduate students receiving student aid at an institution of higher education after deducting such aid. In IPEDS, average institutional net price is generated by subtracting the average amount of federal, state/local government, or institutional grant and scholarship aid from the total cost of attendance. Total cost of attendance is the sum of published tuition and required fees (lower of in-district or in-state for public institutions), books and supplies, and the weighted average for room and board and other expenses.

! Critical Information – Updated data submitted in the 2021-22 Prior Year Revision System are not included in the 2021 CATC lists because a full data review of the revised data is not possible by the July 1 release date. Furthermore, the 2021-22 Prior Year Revision System only allows for updates for three years back from 2021-22, which means the required average net price from 2018-19 needed to calculate the three-year change cannot be updated. Thus, data cannot be revised after the CATC lists have been released to the public.

Tip – Both the originally reported and revised IPEDS data for all Title IV institutions are publicly available via the IPEDS Data Center (<http://nces.ed.gov/ipeds/datacenter/>).

Helpful Hints and Tips


Here you will find some general hints and tips for completing the CATEF. More detailed tips related to specific functions within the application can be found in the corresponding sections of this handbook.

- ◆ Additional information is available at the OPE CATEF page at <http://www2.ed.gov/about/offices/list/ope/affordability.html>.
- ◆ You can contact the CATEF Help Desk toll-free for additional assistance Monday through Friday from 9:00 a.m. to 5:00 p.m. EST at 888-288-6131 or catef@inovas.net.
- ◆ To view a detailed description of any Cost Area, click on the term in the Finance Data table. A pop-up screen will appear containing a description of the expense. Definitions for each Cost Area are also available in the Glossary, found at the end of this user guide.
- ◆ For your convenience, the system will automatically save the data entered on each page when you click **Next**. If the system cannot save the screen due to errors, you will be notified with a screen prompt and you will not be permitted to proceed until all of the errors have been resolved.
- ◆ When applicable, you can click **Previous** to return to the preceding page and review your earlier responses. If the screen does not contain any errors, the system will automatically save the data entered on the page; otherwise, your changes will not be saved.
- ◆ When clicking the **Log Out** or **Switch Institution/Surveys** buttons, any information you have entered on the current screen will not be saved until you click **Next** at the bottom of the screen.
- ◆ You can click the **Log Out** button in the upper right-hand corner of the screen to continue completing the CATEF at a later time. Please note that your survey will not be submitted until you click **Next** or **Finish** on the **Summary Screen** at the end of the form.
- ◆ When entering explanations in response to items in **Section 3 (when applicable)**, **Section 4**, and **Section 5 (Parts A and B, when applicable)** of the CATEF, it is important to note that entries must include a minimum of 20 characters and are restricted to a maximum of 1,500 characters per text box. The only exception is the **Additional Information** text box in **Section 5**. In this case, entries are restricted to a maximum of 3,000 characters. Tables will not appear correctly in these text boxes.
- ◆ After submitting your survey, it will be reviewed to ensure that thorough and relevant responses were provided. You may be contacted after submission to update your survey based on this review.
- ◆ Due to the nature of the survey, blank forms are not available. You may click through the survey or use this user guide to view the required information.


Carefully review the materials on this screen for important introductory information about the collection.

Then, enter your institution's **User ID** and **Password** and click **Login** to continue.

The User ID and temporary password were emailed to the IPEDS Keyholder for your institution in February. However, if you do not know your institution's User ID and password you can contact the CATEF Help Desk toll-free at 888-288-6131 or catef@inovas.net for assistance with accessing your account. Creating additional or proxy users with their own separate login is not available for this required survey.

 **IPEDS Keyholder** – The person designated by an official institutional representative to have in their possession the institution's User ID and password used to gain access to the IPEDS Data Collection System. The Keyholder is responsible for entering data and locking the site by each survey completion date.

If this is your institution's first time accessing this year's CATEF, or your account was reset and you used a temporary password to log in, you will immediately be prompted to change your password before continuing.

 **Tip** – If you know your institution's User ID but do not remember your password, you can click the **Forgot your Password?** link on the login screen to submit a request to have your institution's password reset. Enter the User ID and e-mail address of the person primarily responsible for completing the CATEF in the spaces provided. If you have not changed the information in Section 1 of the form, this will be the e-mail address of your institution's IPEDS Keyholder; otherwise, it will be the e-mail address you have specified in Section 1 of the form. Once the information entered has been verified, a temporary password will be sent to the e-mail address provided.

In addition, if you are responsible for completing the CATEF for more than one institution, the **Select Institution** window will appear with a list of all institutions under your scope. As shown below, the institution's IPEDS Unit ID, name, applicable survey form (**Tuition & Fees** or **Net Price**), and the survey status (**No Data**, **Incomplete**, **Locked**, or **Approved**) are provided for your reference. A survey will not be considered complete until it is in **Locked** status.

Select Institution

- 999999 - Example College (Net Price) Incomplete
- 999999 - Example College (Tuition and Fees) Incomplete

Close

! Critical Information – If one of the institutions under your scope was included on both the Tuition & Fees and Net Price lists, you must complete the CATEF collection for each list. In this case, the institution will appear twice in the Select Institution window, with the relevant survey shown in parentheses. Please note that the data carried forward in Section 2 will be different on each version of the survey based on the applicable three-year time period.

To continue, use your cursor to select an institution and complete the specified form, as shown above; or click **Close** to close the window, log out of the system, and return to the CATEF home page.

Section 1: General Information

Once you have successfully logged into the system, survey sections from 1 to 6 will be displayed at the top of the screen. Section 1 is the general information about the collection. As you move through the sections, the page will contain instructions for each CATEF screen. In addition, the page contains the relevant IPEDS Unit ID, institution name, applicable survey (**Tuition & Fees** or **Net Price**), summary screen tab, and a **Log Out** button that will allow you to exit the system at any time.

Section 1 - General Information

Your institution has been identified as one whose increases in tuition and fees, or net price after grant and scholarship aid, over the most recent three academic years for which data are available fell in the top five percent within your sector. Therefore, you were included on one of the lists that were posted at <https://collegecost.ed.gov/affordability> on July 01, 2023. According to section 132(e) of the Higher Education Act of 1965, as amended, all institutions included on the highest increase lists are required to provide additional information to the Secretary of Education.

Please complete the following form, which collects information regarding costs at your institution. You must complete this form no later than March 04, 2024.

Contact Information for person filling out the form if other than preloaded IPEDS Keyholder^⓪

* - field is required

First Name*

Last Name*

Position*

Phone Number*

E-mail Address*

Next

Tip – You can click the **Log Out** button at any point to continue completing the CATEF at a later time. Please note that the responses entered on the current page will not be saved until you click **Next**. To submit your completed survey, you must click **Finish** on the **Summary Screen** at the end of the form.

To complete **Section 1** of the form, review and confirm the preloaded contact information for the person primarily responsible for completing the CATEF. If that person is someone other than the preloaded IPEDS Keyholder, update the contact information accordingly to include the person's **Name, Position, Phone number, and E-mail address**.

NOTE: The information provided here will be used to contact the institution if additional information or clarification is needed regarding the institution's submission; therefore, it is important to verify that the information shown is current and correct.

Once you are satisfied with the information you have provided, click **Next** to save your responses and proceed to **Section 2**.

When applicable, this page also includes a **Switch Institution/Surveys** option for users who must complete multiple forms and/or are responsible for completing a form for more than one institution. When this option is selected, the **Select Institution** window described in the previous section will appear with a list of all institutions/surveys with their status. You can use your cursor to select a new institution, or click **Close** to close the window and continue completing the form for the current institution.

Section 2: Cost Increase Description

In **Section 2** of the CATEF, expense data previously reported by your institution in the IPEDS Finance component are displayed for the first and last year of the relevant three-year period. Also, the three-year percent change for each **Cost Area** is calculated for you. To view a detailed description of any **Cost Area**, click on the term in the Finance Data table. A pop-up screen will appear containing a description of the expense.

In addition, your institution’s full-time equivalent (FTE) student enrollment counts for the first and last year of the three-year period (as reported on the IPEDS 12-month Enrollment component) are displayed, along with the calculated three-year percent change in FTE, as shown in the example below. The data displayed in **Section 2** contain selection boxes next to each cost area. Please select up to 3 cost areas with the highest 3-year % change.

1 — 2 — 3 — 4 — 5 — 6

999999 - Sample University (Net Price)

Section 2 - Cost Increase Description

Data that your institution reported as expenses in the IPEDS Finance (F) component in 2018-19 and 2020-21 have been carried forward below. Please select at least one but no more than three cost areas with the highest three-year percentage change that most closely relates to the increase in cost at your institution.

Your institution's full-time equivalent (FTE) student enrollment¹⁰ counts for the first and last year of the three-year period have also been carried over from the IPEDS 12-month Enrollment Component (E12). The three-year percentage change has also been calculated for you.

If you have questions about the data presented in this section, please contact the IPEDS keyholder at your institution.

Cost Area <small>(Based on IPEDS Finance component Expenses in Part E)</small>	2018-19 Total Amount	2020-21 Total Amount	3-Year % Change
<input checked="" type="checkbox"/> Instruction	\$175,391	\$279,679	59%
<input type="checkbox"/> Research	\$0	\$0	0%
<input type="checkbox"/> Public service	\$0	\$0	0%
<input type="checkbox"/> Academic support	\$748,681	\$541,062	-28%
<input type="checkbox"/> Student services	\$174,676	\$172,452	-1%
<input type="checkbox"/> Institutional support	\$1,379,326	\$2,030,164	47%
<input type="checkbox"/> Auxiliary enterprises	\$1,045,736	\$1,936	-100%
<input type="checkbox"/> Net grant aid to students	\$0	\$0	0%
<input type="checkbox"/> Hospital services	\$0	\$0	0%
<input type="checkbox"/> Independent operations	\$0	\$437,707	43,770,700%
<input type="checkbox"/> Other expenses & deductions	\$864,827	\$1,042,466	21%
FTE student enrollment from E12	77	22	-71%

Previous
Next

! Critical Information – The three-year period will vary depending on the survey required by your institution. If your institution is on the Net Price list, “Year 1” is the 2018-19 academic year and “Year 3” is the 2020-21 academic year. If your institution is on the Tuition & Fees list, “Year 1” is the 2019-20 academic year and “Year 3” is the 2021-22 academic year.

As stated above, a minimum of one and a maximum of three **Cost Areas** must be selected from the preloaded list of expenses. These highlighted **Cost Areas** represent the areas in your institution’s budget identified as having the highest calculated percentage increases in costs over the three-year period, and they will require additional explanation in Section 3 and Section 4 of the form. If there are no areas with a cost increase during the three-year period, then select a **Cost Area** with no change (or with the lowest decrease) to proceed to the next page.

! Critical Information – If your institution did not complete the IPEDS Finance component during Year 1 of the relevant three-year period, only the data for Year 3 will be preloaded. In this case, you must use the checkboxes provided to identify the **Cost Areas** that had the highest percentage increases in costs over the three-year period. You must select at least one, but no more than three, **Cost Areas** in order to continue.

Once you have finished reviewing the data in **Section 2**, click **Next** to proceed to **Section 3**.

Section 3: Cost Increase Explanation

In this section, you must select a minimum of one and a maximum of 3 reasons listed for each section that contributed the most to the increase of that cost area. You may provide additional explanation of the increases over the three-year period for each of the selected **Cost Areas** in **Section 2** by answering yes to the question presented directly below each cost area.

For example, if “**Instruction**” is an area within your institution’s budget identified as having one of the highest percentage increases in costs over the three-year period then it will be listed in this section.

The screenshot shows the 'Section 3 - Cost Increase Explanation' form. At the top, it identifies the user as '999999 - Example College (Net Price)'. The form asks the user to select up to 3 reasons for cost increases. It lists two main categories: 'Overall Institutional Areas' and 'Instruction'. Under 'Overall Institutional Areas', 'Added Staff' is selected. Under 'Instruction', 'Salaries and Wages' is selected. The form also includes a question: 'Does your institution have additional explanation about the reasons selected above for instruction?' with a 'Yes' radio button selected. A text box for additional explanation is provided, and 'Next' and 'Previous' buttons are at the bottom.

! Critical Information – If a non-specific **Cost Area** (such as Other expenses and deductions) is identified as having one of the highest percentage increases over the three-year period, then your response must include a detailed explanation of the costs included in this area of your institution’s budget, specifically those attributable to the increase in cost.

For your convenience, the list of **Cost Areas** is automatically organized based on the highest to lowest percent change. As a reference, the previously calculated three-year percent change and the three-year percent change per FTE are displayed for each **Cost Area**.

Note: Space is provided at the end of **Section 5** for reporting any **Additional Information** you consider relevant to increases in student charges at your institution, or steps your institution is taking to reduce costs. For example, this may include information related to decreases in major revenue sources that impacted student charges, increases in other costs not addressed in the previous sections of this form, or changes in FTE student enrollment that may have impacted student charges.

Once you are satisfied with your explanation(s), click **Next** to save your responses and proceed to **Section 4**.

Section 4: Steps Towards Cost Reduction

In this section, you must describe the steps your institution has taken, or will take, toward the goal of reducing the cost of attendance at your institution.

The screenshot displays the 'College Affordability and Transparency Explanation Form' interface. At the top, it shows the U.S. Department of Education logo and the title 'College Affordability and Transparency Explanation Form'. The user ID is 'CAT9999' and there are 'Help' and 'Log out' links. A progress bar at the top indicates six sections, with section 4 currently selected. The main content area is titled '999999 - Example College (Net Price)' and 'Section 4 - Steps Towards Cost Reduction'. A question asks, 'Does your institution have / Has your institution implemented any plans to decrease the cost of attendance at your institution?'. The 'No' radio button is selected. Below the question, a text box is provided for the user to describe their reasoning. At the bottom, there are 'Previous' and 'Next' navigation buttons. A vertical sidebar on the right contains the text 'Switch Institutions/Surveys'.

Additionally, if your institution has appeared on the same list (**Tuition & Fees** or **Net Price**) for two or more consecutive years, you must further describe the progress your institution has made on the steps to reduce costs that were outlined in the previous year's CATEF. For this, an additional entry field and a link to your CATEF survey answers from the previous year will be available at the bottom of **Section 4**, as shown at the top of the next page.

Your institution has been on the Net Price list for two or more consecutive years. Please describe the progress made on the steps to reduce costs that were provided on this form last year.

The reduction in tuition and an enrollment management plan has continued to increase enrollment and reduce expenses.

[Click here to view a summary of your institution's responses to last year's CATEF.](#)

Once you are satisfied with the information provided, click **Next** to save your responses and proceed to **Section 5**.

Section 5: Control of Student Charges

In **Section 5**, you must identify whether student charges (tuition and fee rates) are within the exclusive control of the institution. If your response to this question is *Yes*, then the follow-up questions (**Part A** and **Part B**) are not applicable.

If your response is *No*, (e.g., student charges are not within the exclusive control of the institution) additional questions will appear for you to identify the agency, or agencies, responsible for determining tuition and fee increases in **Part A** of this question; and provide an explanation of the extent to which your institution participates in determining these increases in **Part B**.

In addition, space is provided at the end of **Section 5** for reporting any **Additional Information** you consider relevant to the increases in tuition and fees or net price at your institution. For example, this may include increases in other **Cost Areas** not addressed here, decreases in major revenue sources that impacted charges to students, or information on how changes in enrollment impacted student charges; as shown on the page.

The screenshot shows the 'College Affordability and Transparency Explanation Form' for '999999 - Example College (Net Price)'. The page is titled 'Section 5 - Control of Student Charges'. At the top, it says 'U.S. Department of Education' and 'User ID: CAT9999'. There are 'Help' and 'Log out' links. A progress bar at the top shows six steps, with step 5 highlighted. The main question is: 'Are student charges (tuition and fee rates) within the exclusive control of the institution?'. The 'No' radio button is selected. Below this, there are instructions: 'If you answered "No", then please identify the agency or agencies responsible for determining the tuition and fee increases and provide an explanation of the extent to which the institution participates in determining the tuition and fee increases in the boxes below.' There are two text input boxes: 'A) Identify the agency or agencies responsible for determining the tuition and fee increases.' and 'B) Provide an explanation of the extent to which the institution participates in determining the tuition and fee increases.' At the bottom, there is an 'Additional Information' section with a text input box. 'Previous' and 'Next' buttons are at the bottom center. A vertical button on the right says 'Switch Institutions/Surveys'.

Once you are satisfied with the information provided, click **Next** to save your responses and proceed to **Section 6**.

Section 6: Burden Estimate

The Department of Education has estimated that the average time required to complete the CATEF is 2.3 hours (2 hours and 18 minutes) per institution/survey. In order to evaluate the accuracy of this estimate, you must answer the following *Yes* or *No* question upon completion of the survey:

The screenshot shows a web form titled "Section 6 - Burden Estimate" for "999999 - Example College (Net Price)". The form is part of a multi-step process, with a progress indicator at the top showing steps 1 through 6, where step 6 is currently active. The form includes a question: "Did you find the estimated burden amount of 2.3 hours to be accurate for this survey?*" with radio buttons for "Yes" (selected) and "No". Below this is another question: "How long did it take you to complete this survey?*" with a text input field containing "2.3" and a label "hour(s)". There are "Previous" and "Next" buttons at the bottom. The page header includes the U.S. Department of Education logo, the title "College Affordability and Transparency Explanation Form", the user ID "CAT9999", and a "Help" link. A "Log out" button is also visible. A vertical button on the right side is labeled "Switch Institutions/Surveys".

If you find this estimate to be accurate, select *Yes*. If you find this estimate to be inaccurate, select *No* and enter how long (in hours) it actually took you to complete the CATEF.

Once you are satisfied with the information provided, click **Next** to save your response and proceed to the **Summary Screen**.

Tip – For your convenience, if your response to this question is *Yes*, the system automatically logs 2.3 hours as the time it took you to complete this survey. You may change the amount from 2.3 hours by selecting *No*.

Summary Screen

This section is read-only and includes a summary of your institution's responses to the CATEF. For your convenience, the information is organized by **Cost Area**, with the highest percent change shown first.

This summary page of the survey may be made publicly available on the CATC website; therefore, it is important that you carefully review the information you have provided for spelling and grammatical errors, and content. If needed, you may click **Previous** at any time to go back and edit the information you have provided.

Once you are satisfied with all of the information you have provided, click **Finish** to submit the completed survey to ED for review. At any time, you may click **Print** to open a print-ready version of the **Summary Screen**.

If you must complete multiple surveys or are responsible for reporting for more than one institution, you will not see the **Finish** button until you have completed the CATEF for all institutions and surveys under your scope. You must select the **Next** button upon completion of each survey and return to the **Select Institution** window, where you may view the status of all institutions and surveys under your scope and select a new institution to begin completing the specified form.

After submitting your survey, it will be reviewed to ensure that thorough and relevant responses were provided. If a completed CATEF requires additional information, the contact person in **Section 1** will be notified.

! Critical Information – Once you click **Finish** or **Next** to submit a completed survey, it will lock and be placed in read-only mode. If additional changes need to be made to the form, please contact the CATEF Help Desk toll-free at 888-288-6131 or catef@inovas.net for assistance.

Glossary of Terms

This chapter contains a glossary of key terms related to the CATEF to further assist users with correctly inputting data and completing the form.

Academic support

A functional expense category that includes expenses of activities and services that support the institution's primary missions of instruction, research, and public service. It includes the retention, preservation, and display of educational materials (for example, libraries, museums, and galleries); organized activities that provide support services to the academic functions of the institution (such as a demonstration school associated with a college of education or veterinary and dental clinics if their primary purpose is to support the instructional program); media such as audiovisual services; academic administration (including academic deans but not department chairpersons); and formally organized and separately budgeted academic personnel development and course and curriculum development expenses. Also included are information technology expenses related to academic support activities; if an institution does not separately budget and expense information technology resources, the costs associated with the three primary programs will be applied to this function and the remainder to institutional support. Institutions include actual or allocated costs for operation and maintenance of plant, interest, and depreciation.

Auxiliary enterprises

Expenses for essentially self-supporting operations of the institution that exist to furnish a service to students, faculty, or staff, and that charge a fee that is directly related to, although not necessarily equal to, the cost of the service. Examples are residence halls, food services, student health services, intercollegiate athletics (only if essentially self-supporting), college unions, college stores, faculty and staff parking, and faculty housing. Institutions include actual or allocated costs for operation and maintenance of plant, interest and depreciation.

Expenses

The outflow or other using up of assets or incurrence of liabilities (or a combination of both) from delivering or producing goods, rendering services, or carrying out other activities that constitute the institution's ongoing major or central operations or in generating revenues. Alternatively, expenses may be thought of as the costs of goods and services used to produce the educational services provided by the institution. Expenses result in a reduction of net assets.

FTE Student Enrollment

The full-time equivalent (FTE) of students is a single value providing a meaningful combination of full time and part time students. The number of FTE students is calculated based on the credit and/or contact hours reported by the institution on the IPEDS 12-month enrollment (E12) component and the institution's calendar system, as reported on the Institutional Characteristics (IC) component. The total 12-month FTE is generated by summing the estimated or reported undergraduate FTE and the estimated or reported graduate FTE and reported Doctor's Professional Practice FTE.

Hospital services

Expenses associated with a hospital operated by the postsecondary institution (but not as a component unit) and reported as a part of the institution. This classification includes nursing expenses, other professional services, general services, administrative services, and fiscal services. Also included are information technology expenses, actual or allocated costs for operation and maintenance of plant, interest and depreciation related to hospital capital assets.

Independent Operations

Expenses associated with operations that are independent of or unrelated to the primary missions of the institution (i.e., instruction, research, public service) although they may contribute indirectly to the enhancement of these programs.

Institutional support

Expenses for the day-to-day operational support of the institution.

Instruction

Includes expenses of the colleges, schools, departments, and other instructional divisions of the institution and expenses for departmental research and public service that are not separately budgeted.

Integrated Postsecondary Education Data System (IPEDS)

The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as Title IV) are required to report data using a web-based data collection system.

IPEDS Keyholder

The person designated by an official institutional representative to have in their possession the necessary User ID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.

Net grant aid to students

The portion of scholarships and fellowships granted by an institution that exceeds the amount applied to institutional charges such as tuition and fees or room and board.

Net Price

The average yearly price actually charged for first-time, full-time undergraduate students at an institution of higher education after deducting grant and scholarship aid.

Public service

Includes activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution.

Research

Includes activities specifically organized to produce research outcomes and commissioned by an agency either external to the institution or separately budgeted by an organizational unit within the institution.

Scholarships and fellowships

That portion of scholarships and fellowships granted that exceeds the amount applied to institutional charges such as tuition and fees or room and board.

Student services

Includes admissions, registrar activities, and activities whose primary purpose is to contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instructional program. Examples are career guidance, counseling, and financial aid administration.

Tuition and Fees

The amount of tuition and required fees covering a full academic year most frequently charged to students. These values represent what a typical student would be charged and may not be the same for all students at an institution. If tuition is charged on a per-credit-hour basis, the average full time credit hour load for an entire academic year is used to estimate average tuition. Required fees include all fixed sum charges that are required of such a large proportion of all students that the student who does not pay the charges is an exception.